

Annexure and Attachment Guidelines for Form 16

This document provides standard annexure and attachment guidelines to be followed while submitting **Form 16**. Please ensure all supporting documents are attached as specified.

Annexure 1: List of Standard Attachments

S. No.	Document Name	Purpose	Mandatory/Optional
1	Form 16 (Part A & Part B)	Proof of TDS on Salary	Mandatory
2	PAN Card Copy	Proof of Identity	Mandatory
3	Aadhaar Card Copy	Address & Identity Proof	Mandatory
4	Tax Saving Investment Proofs	Section 80C, 80D, etc.	As Applicable
5	Rent Receipts / Lease Agreement	For HRA Claims	As Applicable
6	Proof of Other Income	Supporting Additional Income if disclosed	As Applicable

Annexure 2: Attachment Format

1. Arrange all the documents in the specified order as per the list above.
2. Each attachment should be self-attested on the first page.
3. For digital submissions, ensure all files are **clear and legible**, preferably in PDF format.
4. Label each attachment with corresponding heading or section number.
5. Do not club multiple documents into a single file except where instructions specify.

Sample Attachment Index

Attachment No.	Document Name	Notes
A1	Form 16 (Part A & B)	Original, self-attested
A2	PAN Card Copy	Self-attested copy
A3	Section 80C Investment Proof	As applicable

Important Notes

- Ensure all personal details (name, PAN, address) match in all documents and attachments.
- Incorrect or missing attachments may lead to processing delays or rejection.
- Do not submit original documents unless specifically instructed; self-attested copies are sufficient.
- Retain copies of all submitted documents for your future reference.
- If submitting digitally, check that all attachments open without errors and are not password protected.